

Agenda Item: New Business—Board Discussion Regarding the Role and Organization of Committees

To Village Residents:

We in Chevy Chase Village have a long history of involving the greater community in Village governance both through our elected Board and our many Village commissions and committees. At the present time the Village has 3 commissions and 14 committees and we send representatives to three committees external to the Village.

More and more the Board is relying on our commissions and committees for advice and help in many areas including recommending policy, fashioning amendments to the Code for Board review, and weighing in on both the budget and other matters requiring seriousness of purpose.

Because of the increasing work of these commissions and committees, several years ago then Chair Doug Kamerow and the Board he chaired, tasked the Village manager with drafting committee guidelines. Working from her draft, and after considerable effort by a number of Board members and residents, we have prepared a set of guidelines for both the Board and committees to follow. High on the list is the need to regularize committee membership and to formalize the requirement that committee members are appointed by, and are advisory to, the Board.

Our goal is to insure that the committee members represent a good cross section of the Village both geographically and by interest and expertise, that the committee membership rotates so opportunities are available for new members, that the size of each committee is limited to between 7 and 9 members, and that there be an expectation that members attend meetings and participate in the work of the committee.

The attached draft guidelines will be open to discussion at the Board of Managers' November 14th meeting, which will begin at 7:30 p.m. We welcome your suggestions. Areas that are not covered in these guidelines, but that we would like to hear about from you include:

- Term limits on committee members
- Process for replacing members
- How to implement the guidelines
- Reappointment of committee chairs
- Reducing, adding or combining committees
- Whether some committees should have less specific or different guidelines

Advisory Committee Operating Procedures:

Each committee Will:

- Develop a Mission Statement and Scope of Work
- All committee meetings must be held at the Village Hall.
- Arrange to take minutes at each committee meeting which shall be posted on the Village website as soon as practicable
- Post a notice of meetings and the agenda of the meeting at least five days prior to the committee meeting. Where appropriate the posting should indicate that all residents are welcome, and should include a time for resident comments to be heard.
- Committees should engage neighbors who may be directly affected by proposals they are considering when the proposal may affect specific properties or blocks, or groups of residents.
- Submit updates on committee work to be included in the Crier subsequent to each meeting.
- Submit written reports to the Village Board at the April Annual meeting

Committee Members:

- Membership on committees by Village residents is encouraged, subject to keeping committees to a reasonable size (seven to nine members), achieving geographic balance, and insuring that a broad Village-wide viewpoint is represented.
- Committee members shall be appointed by the Board of Managers. Residents wishing to be appointed should submit a short written request to the Board Chair indicating willingness to serve and any relevant experience. Nominations may also be made by the Board. Vacancies during the year may be filled by the Board in consultation with the Board liaison and the committee chair
- Committee members are expected to fully participate in the committee's work by engaging in the work of the committee and attending committee meetings.

Committee Chairs:

- Committee chairs will be appointed by the Board of Managers to serve a two year term beginning each July
- Committee chairs will set the agenda of meetings in consultation with the Board liaison
- Committee chairs are responsible for assuring that minutes are prepared and posted and that the necessary committee reports are prepared and presented to the Board
- Committee chairs will communicate with other committee chairs to apprise them of committee actions that may be of potential interest to or that may need to be coordinated with the work of other committees

Board Liaisons:

- Board Liaisons will be appointed each July by the Board Chair
- Liaisons will attend all committee meetings and together with committee chairs will prepare the agenda for each meeting.
- Liaisons will represent the Board and will direct the Board interest and direction to the Committee and, together with the committee chair, will bring committee recommendations to the Board

Village Manager:

- All committee meetings will be coordinated through the Village Manager who is responsible for notifying the residents of the meetings
- The Village Manager will assign staff, as appropriate, to attend the committee meetings and act as support staff to the committee.
- The Village Manager is responsible for maintaining and posting the public record and minutes of committee meetings.

Board of Managers:

- The Board appoints all committee members and committee chairs.
- The Board Chair, committee chair, and Board liaison shall meet annually to establish the work program of each committee for that year, and to avoid overlap between Committees.

Chevy Chase Village Advisory Commissions, Committees and Groups

External

Friendship Heights Traffic Mgmt. Dist. Advisory Group

Coordinating Committee on Friendship Heights

Connecticut Avenue Corridor Committee

Internal, Commissions

Building Facilities Commission

Ethics Commission

Personnel Commission

Internal, Committees

Audit Committee

Budget Committee

Committee on Children, Youth & Families

Committee for Seniors

Elections Committee

Emergency Preparedness Committee

Environment & Energy Committee

Local Advisory Panel to the Historic Preservation Commission

Investment Committee

Parks Committee

Public Safety Committee

Public Works Committee

Traffic Committee

Tree Committee